



Director of Momentum – Job Description

The Director of Momentum – Neighborhood Employment Solutions is responsible for leading the Momentum Division of Urban Alliance Inc. The Momentum Director reports to the Executive Director, and is responsible for growing, supervising and implementing the organization's employment and entrepreneurial opportunities division.

In program development and administration, the Director of Momentum will:

1. Lead Momentum steering team in program research, curriculum enhancement, and process improvements.
2. Identify, evaluate and oversee candidate selection process.
3. Coordinate interview opportunities for graduates within the business network, complete 30/60/90 day evaluations for incentive dollars.
4. Conduct program evaluation and grant reporting of Momentum program.
5. Develop private funding relationships and pursue grant opportunities.
6. Oversee curriculum implementation assuring target topics are covered and glean feedback from MBN, graduates, and Steering team for further enhancements.
7. Lead recruitment efforts for the Momentum Business Network and maintain relationship with established members.
8. Arrange for and lead marketing strategies and opportunities to increase community awareness of Momentum.
9. Establish and enhance partnership with area community service opportunities.
10. Recruit approximately 40 new Momentum Employment and Entrepreneur coaches. Host training and support opportunities on a monthly basis.
11. Plan and execute volunteer appreciation opportunities.
12. Supervise support staff and oversee case management conducted by staff and volunteers.

In relations with staff, the Director of Momentum will:

1. Work cooperatively to advance the mission of the organization.
2. Coordinate with staff to integrate appropriate Momentum opportunities with UA projects.
3. Coordinate with administrative support staff to ensure accurate documentation of all contracts, and paperwork.

In budget and finance, the Director of Momentum will:

1. Ensure the accurate record keeping for all Momentum income, expenses, and contracts.
2. Develop private funding relationships and pursue grant opportunities.
3. Assist in the development and submission of program and divisional budgets.
4. Operate Momentum in a fiscally responsible manner that represents good stewardship of organizational resources.



In relation to the overall good of the organization, the Director of Momentum will:

1. Perform other duties as requested by the Executive Director.

Employment Information

- We are seeking a high capacity leader with employment, development and business experience to lead this division of our organization.
- The leader selected for this position will begin part time and will grow into full time with some benefits as funds become available.
- The leader selected for this position will be expected to participate in fundraising/grant writing for the Momentum program and his/her position. This position is currently grant funded on a part time basis.
- Momentum is a division of Urban Alliance Inc.
- Urban Alliance Inc. is a 501c3 non-profit organization founded in 2006.
- Urban Alliance exists to create, and promote transformation and community development programs within inner cities. In addition we seek to be a conduit for individuals, agencies, churches and corporations to contribute to the betterment of their community.
- For more information on Urban Alliance please see <http://www.uainc.org>

Interested and qualified candidates should send their letter of interest, resume, and professional references to kplatte@uainc.org by Wednesday, September 24, 2014.



PROJECT PLAN Overview - 2014

VISION:

Employment and entrepreneurship opportunities for all in Urban Neighborhoods.

MISSION:

Momentum Neighborhood Enterprise Solutions is a neighborhood based economic development engine connecting unemployed and underemployed individuals of the community with employment and entrepreneurship opportunities through training, coaching and networking with our business partners.

BACKGROUND:

Urban Alliance is coordinating a strong group of community partners which include, Kalamazoo County Juvenile Home, Michigan United (MOP), SWMI First, Stockbridge UMC, Kalamazoo Literacy Council, State of Michigan Office of Urban Affairs, Kalamazoo Community Foundation, Christ Followers for Change, Kalamazoo Area Churches, Chamber of Commerce, MI Works, W.E. Upjohn Institute for Employment Research, Edison Community Literacy Center, City of Kalamazoo, and WMU School of Social Work.

MOMENTUM Job Training & Placement Program – Summary (Phase 1)

Momentum Neighborhood Enterprise Solutions provides unemployed and underemployed people with job and life skill training to secure and maintain new employment. The Momentum Director will oversee a 10 week program four times per year. We will establish a Momentum Business Network (MBN) that agrees to guarantee interviews for open positions for each graduate. Additionally, the program will serve as a MI Works satellite location to expand the opportunities available for participants.

Our program eligibility is simple. Participants must be hungry for a job and committed to make the changes necessary to secure a job. People are not excluded because of past criminal records, lack of education, or lack of skills.

LIFE SKILLS SERVICES

We conduct a needs assessment with each participant. With them we identify the life skills obstacles that exist for them to gain employment.

An individualized assistance plan is developed for each participant. Support will be provided to overcome each obstacle.

Soft Skills Work Readiness



Soft skills work readiness training will focus on skills needed to obtain and hold a fulltime job. Participants learn how to follow instructions and accept criticism from co-workers through team based tasks in a simulated work environment. In the simulated work environment, participants can be discharged from the simulation for not adhering to standards or fulfilling their responsibilities as a group member. This program model focuses on a workshop principle that people don't get fired – they fire themselves.

EMPLOYMENT SERVICES

In addition to life skills we provide soft skills employment training for each participant. Training topics will include.

- Resume writing.
- Cover letter construction.
- Job interview techniques.
- Educational Literacy Support and Coaching
- Identifying and nurturing short and long term career objectives.
- Introduction to basic computer skills and online job networks.
- Access to employment training professionals.
- Guest speakers who are specialists in their field.

JOB PLACEMENT SERVICES

At the successful conclusion of the program the graduates are invited to apply for job opportunities through the momentum business network. Momentum Business Network (MBN) agrees to guarantee interviews for each graduate. MBN will be made up of socially conscious businesses that seek to use their businesses to make a positive difference in our community.

AUDIENCE FOR MOMENTUM

Our focus is on Urban Communities, we will start in Kalamazoo's Edison Neighborhood. Our initial site of operation will be in the core of the neighborhood at Stockbridge UMC sharing space with the Edison Literacy Center.



We seek to enroll 48 students per year. Our goal is to place 32 participants into full time employment within one year.

Momentum will have each participant take the pre assessments including TABE and Key Train. The Life Skills Coach that is assigned to the participant helps develop an individual training plan for the participant to reach their goal. If the participant needs improvement in academic proficiency, they will be referred to the Kalamazoo Literacy Council. The Literacy council will provide a one-on-one tutor that will work with the participant and Life Skills Coach to help them successfully reach the level needed to obtain and hold a job.